



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted _____

SECTION I - Identification

Working Title: Planner I

Department: Transportation

Job Code Number: 194614

Division & Bureau: Rail, Transit and
Planning Division
Multimodal Planning Bureau

Job Code Title: Planning Technician

Section & Unit: Transit Section

Pay Band: 4

Work Address: 2960 Prospect Ave.
Helena, MT 59601

Position Number: 26064

Phone: 406-444-7296

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FLSA Exempt

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FLSA Non-Exempt

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Non-Union

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MPEA

☐

Blue Collar

Profile Completed By: Audrey Allums

Work Phone: 406-444-4210

Work Unit Mission Statement or Functional Description:

The MDT's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The principal goals of the Rail, Transit and Planning Division are to develop and implement a long-range multimodal construction program that addresses Montana's most important statewide transportation needs and to support the development and safety of Montana's multimodal transportation system. These dual goals are addressed through the complex interaction and interrelationship of the following three bureaus, Data and Statistics, Project Analysis, and Multimodal Planning, as well as the Program and Policy Analysis Unit.

The Multimodal Programs Bureau develops and implements the programs, processes, systems, and planning products necessary to make informed policy and programming decisions in cooperation with the public, representatives of stakeholder groups, and local, tribal, federal, and state elected and appointed officials. Bureau responsibilities include state rail, transit,; the statewide multimodal transportation planning public involvement process; air quality and bicycle/pedestrian planning and programs; tourism, economic development, trade corridor, and freight planning and programs;

transportation demand management programs; and development of special studies and research products such as reports requested by the legislature.

The Transit Section is responsible for administering federal and state transit programs. Through these programs, Transit Section staff provides technical and financial assistance to local agencies, governments, and companies that provide local and intercity passenger service to Montana's transit-dependent residents. Staff members also coordinate a variety of training workshops for transit managers and drivers in areas such as passenger assistance, safety, driver education, CPR/First Aid, and board training. The section also coordinates with other state agencies that provide services to Montana's transit-dependent population; supports alternative transportation programs; and provides technical support to local governments, members of the public, and MDT staff on bicycle and pedestrian issues.

The State Highway Traffic Safety Bureau promotes public safety, health, and welfare through efforts to reduce traffic crashes, deaths, and injuries. This includes several programs with multiple projects to identify traffic safety problems and establish countermeasures that limit associated personal, social, and economic losses. The Bureau is responsible for planning, managing, funding, and coordinating highway and local safety programs. Addressing major issues in traffic safety including speeding, lack of use or misuse of safety restraints, driving while using alcohol or other drugs, and the increasing exposure to risks by our yearly increased use of the roadway system (increased risk to pedestrians, drivers, passengers, motorcyclists, and bicyclists). Functions include developing policies and guidance on safety issues; conducting statistical analysis of traffic data; identifying crash clusters; developing an annual safety program based on cost/benefit analysis of crash clusters; improving safety by addressing occupant protection and driver behavior; and providing safety and traffic information.

Describe the Job's Overall Purpose:

This position serves as entry level Transportation Planner and is responsible for monitoring and reviewing sub-recipient transactions, and basic level grant and budget management functions. Responsibilities include performing a variety of technical reviewing and monitoring duties to evaluate compliance and recommend problem resolution. The position also assists in the coordination of project applications and funding proposals, performs a variety of other duties as assigned and receives detailed instruction and oversight from supervisor and higher level Transportation Planners. The position reports to the Transit Section Supervisor and does not directly supervise others.

<i>SECTION II - Major Duties or Responsibilities</i>		<i>% of Time</i>
A.	<u>CONTRACT AND BUDGET OVERSIGHT</u>	<u>60%</u>
1.	Reviews federal planning grant project reports and activities to ensure compliance with contracts and regulations. This includes examining program elements of sub-grant applications to evaluate compliance to federal and state regulations through quarterly narrative and statistical reports. Reviews subrecipient's quarterly reports for proper completion, timeliness, and accuracy.	
2.	Monitors subrecipient information via reports located in database. Reports specific program problems/successes to MDT management.	
3.	Assists in compiling and maintaining subrecipient information for accuracy, identifies problems or delays that may affect project completion, and provides required information to federal agencies. At the basic level, ensures funding is being delivered to the programs.	

4. Uses knowledge of established controls to ensure the timeliness, accuracy, and regulatory compliance of financial activities. Serves as point of contact for new grantees to ensure correct information is recorded and reported.
5. Initially, responsible for monitoring one grant, responsibility will progress to monitoring and overseeing additional grants. Identifies unique grant data and reporting requirements and identifies accounting data that must be reported and extracted.
6. Uses knowledge of state and federal sections of law requiring variable accounting and reporting procedures in order to assist with annual appropriations. Assists with properly establishing project funding and properly reflect project funding according to state and federal requirements.
7. Ensures accounting transactions are processed timely and compliant with established accounting controls requirements. Reviews accounting transactions to ensure accuracy of accounting data and compliance with MDT, state, and federal laws and regulations. Serves as point of contact to communicate program changes to subrecipients.
8. Reconciles SABHRS and internal accounting processes to ensure the integrity and accuracy of accounting data and transactions. Examines documents to identify errors; identifies discrepancies between MDT on-line claims and SABHRS; brings discrepancies to the Financial Officer's attention. Progressive responsibilities will include correcting the discrepancies, and coordinating accounting activities and resolving problems with project monitors and the MDT Financial Management and Accounting Bureaus.
9. Prepares various financial reports by compiling and collecting fiscal data. Reviews and interprets state and federal accounting and reporting guidelines and develops reporting functions.
10. Prepares monthly, quarterly, and annual financial reports for federal programs administered by the Division to provide necessary information and to ensure compliance with reporting requirements.
11. Monitors subrecipients' operations and activities to ensure compliance with federal reporting requirements. This involves reviewing current federal requirements, data collection and reporting procedures, and project reports (i.e., content, format, submission, etc.); identifying and resolving deficiencies; and informing subrecipients of requirements and changes.

B. PROJECT DEVELOPMENT AND COORDINATION

30%

1. Assists with the analysis of state and federal transportation planning issues to develop grant applications for federal transit grant funds and metropolitan planning funds. This involves coordinating with local, state, and federal agencies to determine eligibility, scope, and timing of various projects; coordinating planning efforts of partners; developing planning networks; and ensuring that plans meet the requirements of the funding.
2. Provides Division and Bureau program information or referrals to appropriate sources of information to respond to inquiries from the public, local governments, private businesses, and grantees. This involves asking questions to determine the nature of the inquiry, and applying knowledge of MDT resources and sources of information as well as a comprehensive knowledge of program policies and requirements. Explains program requirements and project outcomes. Gathers appropriate information, refers more difficult or sensitive requests to MDT management, project monitors, or other staff, refers requestors to external sources of information if appropriate, or drafts responses for the Division personnel review and signature.

3. Assists in the planning and coordination of various meetings, conferences, and events to ensure effective information exchange among program constituents. Promotes attendance and participation by issuing notifications and invitations, speakers and participants. Monitors vendors to ensure the effective delivery of goods and services, reviews and approves claims and payments, and coordinates with vendors as necessary to resolve problems. Responds to inquiries regarding agendas, schedules, facilities, and other details.
4. Researches work programs for prior fiscal content and federal compliance to make recommendations to the supervisor, on local government and local agency work programs.
5. Reviews local grant applications and recommends action on grant applications to the supervisor, and other interested parties based on review and evaluation of application elements compared to MDT and federal transportation planning standards, program progress to date, related funding and technical assistance efforts (e.g., coordination with other grants), and proposed program outcomes.
6. Assists in monitoring program budgets by reviewing allocations, recommendations from subgrantees, project plans and objectives, funding agreements, and expenditures. Reviews allocations to understand adequate support and program compliance with federal, state, and MDT laws, regulations, and policies (e.g., circulars, restrictions, USCs, CFRs, MCA, Transportation Commission requirements, legislative spending authority, etc.) by understanding current policies and practices in relation to state and federal mandates and applicable legislation and mission mandates.
7. Assists in researching historical funding, data, pending legislation, transportation planning studies, and other sources to identify program fiscal needs in conjunction with constituents and partner agencies throughout the state, determines spending authority requirements, makes local programs aware of fiscal status, and assists in prioritizing projects based on need.
8. Provides information and support to local governments, agencies, and MDT management, to facilitate effective program planning, and communicate on work progress and problems encountered by agencies.
9. Researches and examines federal regulations, policy guidance and circulars, restrictions, USCs, CFRs, state laws, spending authorities, and other written documents to review and disseminate transportation planning-related data to local programs and organizations. Prepares program information and outreach materials for local projects to keep them apprised of changes in regulations or accepted practices and coordinate information necessary for state and federal administration.

C. OTHER DUTIES

10%

This position performs a variety of other duties as assigned by the supervisors in support of the Bureau and Division plans and operations. This includes administrative support, coordinating special projects, attending meetings and conferences, and participating in ongoing training and educational programs as directed.

The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Contract & Budget Oversight and Project Development and Coordination are the essential functions of the job.

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project location
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

Does this position supervise others? ☐ Yes ☒ No

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

The position requires knowledge of the principles and practices of transportation planning; research and analysis practices; business administration; Generally Accepted Accounting Principles; Governmental Accounting, Auditing, and Financial Reporting requirements; and state and federal rules and regulations related to grant administration. The position also requires knowledge of SABHRS; MDT funding structures; Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) regulations; National Highway Traffic Administration (NHTSA) and the Automated Federal Grants Tracking System.

SKILLS:

This position requires skills in project planning and oversight; written and verbal communication, facilitation, and negotiation; data collection and analysis, operation of standard and specialized office equipment and software (e.g., SABHRS, Federal Grants Tracking System, etc.), and conducting compliance and process reviews.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No education required | <input checked="" type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Planning, Geology, Geography, Computer Science, Computer Information Systems, Business, Economics, Education, Public Administration, Mathematics, Finance, Accounting, Statistics, Social or Physical Science, Engineering, Land Use Planning, or Resource Management

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- ☒ Yes ☐ No

Alternative qualifications include: Other combinations of education and/or experience may be considered.

SECTION IV – Other Important Job Information

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee Human Resources Division Administrator

Signature: _____ Date: _____